



**TOWN OF LOS GATOS**  
**PARKS & PUBLIC WORKS DEPARTMENT**  
**ENGINEERING DIVISION**  
**PHONE (408) 399-5771**  
**FAX (408) 399-5763**

SERVICE CENTER  
41 MILES AVENUE  
P.O. BOX 949  
LOS GATOS, CA 95031

**GRADING PERMIT APPLICATION**

Permit No. \_\_\_\_\_

Project Address: \_\_\_\_\_ A.P.N.: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Owner/Developer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

1. Civil engineer/Registered Architect responsible for preparing grading plans:

Name: \_\_\_\_\_ Registration No.: \_\_\_\_\_ Reg. Exp. Date: \_\_\_\_\_

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Soils engineer and/or geotechnical engineer responsible for inspections at the site:

Name: \_\_\_\_\_ Registration No.: \_\_\_\_\_ Reg. Exp. Date: \_\_\_\_\_

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. General Contractor in charge of work at the site:

Name: \_\_\_\_\_ License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Firm: \_\_\_\_\_ Town Business License No: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The information on all subcontractor must be supplied to the Engineering Inspector prior to the start of construction.

**THE ITEMS LISTED BELOW MUST BE SUBMITTED WITH THIS APPLICATION, AS APPLICABLE:**

Grading Plans (2 Sets)

Soils Report (1 copy)

Itemized Cost Estimate

Title Report, if required

Plan Check Fee \$ \_\_\_\_\_

Other: \_\_\_\_\_

Drainage/Hydraulic Calculations, if required by conditions

**SIGNATURE OF APPLICANT:**

\_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**To:** Grading Permit Applicants  
**From:** Engineering Division Staff  
**Re:** Grading Permit Applications

Based on our review many grading plans submitted for our review, the following items are frequently missing from the submittal package or from the grading plans.

- ☐ Include a completed application for a grading permit.
- ☐ Include "Checklist for On-site Grading and Drainage."
- ☐ Include the project address on the plans.
- ☐ Provide cost estimates for grading, drainage and erosion control.
- ☐ Submit two (2) copies of the drainage, grading and erosion control plans.
- ☐ Provide a copy of the soil and geologic report. This can be a copy of the original with a "wet" stamp.

Additionally, if your grading project includes the construction of retaining wall, a building permit will be required. Please make a separate application to the Building Division of Community Development. Contact Cherie Strand at 408/354-6881 or Shelley Neis at 408/399-5711 for submittal requirements. We will not be able to issue the Grading Permit until the Building Permit is issued.

If you have any questions about the grading permit application package, please contact the Engineering Division staff:

Trish Duarte	408/395-5310	E-mail: pduarte@losgatosca.gov
Fletcher Parsons	408/395-3460	E-mail: fparsons@losgatosca.gov